Welcome to the College

Congratulations on joining Imperial College London, the only university in the UK to focus exclusively on science, medicine, engineering and business.

From Fleming's discovery of Penicillin to Gabor's invention of holography, Imperial has been changing the world for well over 100 years. You're now part of this prestigious community of discovery and we hope you will take this opportunity to make your own unique contribution.

We're committed to providing you with the very best academic resources to enrich your experience. We also provide a dedicated support network and a range of specialist support services to make sure you have access to the appropriate help, whether that's further training in an academic skill like note taking or simply having someone to talk to.

You'll have access to an innovative range of professional development courses within our Graduate School throughout your time here, as well as opportunities to meet students from across the College at academic and social events.

We actively encourage you to seek out help when you need it and try to maintain a healthy work-life balance. Our choice of over 340 clubs, societies and projects is one of the largest of any UK university, making it easy to do something different with your downtime. You also have free access to gym (following a one-off orientation fee of £40 in 2017-18) and swimming facilities across our campuses.

As one of the best universities in the world, we are committed to inspiring the next generation of scientists, engineers, clinicians and business leaders by continuing to share the wonder of what we do through public engagement events. Postgraduate students, alongside our academics and undergraduate students, make a significant contribution to events such as our annual Imperial Festival and our term-time Imperial Fringe events – if you're interested in getting involved then there will be opportunities for you to do so.
Our Principles

In 2012 the College and Imperial College Union agreed 'Our Principles' a series of commitments made between students and the College. The Principles are reviewed annually by the Quality Assurance and Enhancement Committee and changes recommended for Senate approval.

Imperial will provide through its staff:
- A world class education embedded in a research environment
- Advice, guidance and support
- The opportunity for students to contribute to the evaluation and development of programmes and services

Imperial will provide students with:
- Clear programme information and assessment criteria
- Clear and fair academic regulations, policies and procedures
- Details of full programme costs and financial support
- An appropriate and inclusive framework for study, learning and research

Imperial students should:
- Take responsibility for managing their own learning
- Engage with the College to review and enhance provision
- Respect, and contribute to, the Imperial community

The Imperial College Students' Union will:
- Support all students through the provision of independent academic and welfare assistance
- Encourage student participation in all aspects of the College
- Provide a range of clubs, societies, student-led projects and social activities throughout the year
- Represent the interests of students at local, national and international level
Welcome from the Graduate School

**Professor Sue Gibson,**
**Director of the Graduate School**

The Graduate School has several roles but our main functions are to provide a broad, effective and innovative range of professional skills development courses and to facilitate interdisciplinary interactions by providing opportunity for students to meet at academic and social events. Whether you wish to pursue a career in academia, industry or something else, professional skills development training will improve your personal impact and will help you to become a productive and successful researcher.

Professional skills courses for Master’s students are called “Masterclasses” and they cover a range of themes, for example, presentation skills, academic writing and leadership skills ([http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/masters/](http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/masters/)). All Masterclasses are free of charge to Imperial Master’s students and I would encourage you to take as many as you can to supplement your academic training. The Graduate School works closely with the Graduate Students’ Union (GSU) and is keen to respond to student needs so if there is an area of skills training, or an activity that you would like us to offer, but which is not currently provided, please do get in touch (graduate.school@imperial.ac.uk).

The Graduate School also runs a number of exciting social events throughout the year which are an opportunity to broaden your knowledge as well as to meet other students and have fun. Particular highlights include the Ig Nobel Awards Tour Show, the Chemistry Show and the Master’s 360 competition. You should regularly check the Graduate School’s website and e-Newsletters to keep up to date with all the events and training courses available to you.

Finally, I hope that you enjoy your studies here at Imperial, and I wish you well.

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**Dr Janet De Wilde,**
**Head of Postgraduate Professional Development**

I would like to welcome you to the Graduate School programme for postgraduate professional development. Our team of tutors come from a wide variety of experiences and we understand just how important it is to develop professional skills whilst undertaking postgraduate studies and research. Not only will this development improve success during your time at Imperial College, but it will also prepare you for your future careers.

We are continually working to develop the courses we offer and over this year you will see a range of new courses including face-to-face workshops, interactive webinars and online self-paced courses.

I encourage you to explore and engage with the diverse range of opportunities on offer from graduate school and I wish you well in your studies.

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The Graduate School

You automatically become a member of the Graduate School when you register as a postgraduate student at Imperial.

The Graduate School has been set up to support all postgraduate students at the College through:

- Training and development courses
- Networking activities, social and academic events to encourage cross-disciplinary interactions
- Forums to represent the views of postgraduate students throughout the College

'Masterclass' professional skills courses
You can see the full range of free professional skills courses for postgraduate students on the Graduate School website:

[www.imperial.ac.uk/study/pg/graduate-school/professional-skills/masters](http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/masters)

All courses can be booked online.

Contact us

Level 3, Sherfield Building, South Kensington Campus
020 7594 1383
graduate.school@imperial.ac.uk
[www.imperial.ac.uk/graduate-school](http://www.imperial.ac.uk/graduate-school)
Welcome from the Graduate Students’ Union (GSU)

I am delighted to be able to welcome you to Imperial College and to introduce you to the Graduate Students’ Union (GSU). The GSU ultimately serves to represent you as a postgraduate student and to ensure you have the most fulfilling and enjoyable time possible at Imperial.

The GSU is a university-wide representative body for postgraduate students with a committee comprised of democratically elected postgraduate students. The GSU works to support students on welfare fronts, represent students on educational matters by working with you to voice your concerns to College/departments, whilst also hosting recreational events throughout the year.

Imperial College London is undoubtedly a world-class institution with unique strengths in both teaching and research. Having been an Imperial student for 5 years myself I can fully appreciate that the university is nothing more than the people that comprise it – you’re among some of the brightest minds in the world and Imperial welcomes your contributions and enthusiasm in every sense! I encourage you to make the most of being a valued member of the Imperial community.

I hope you have a fantastic time here at Imperial and manage to take advantage of the richness of opportunity that awaits you. If you have any questions at this stage, then please do get in touch.

Luke McCrone, GSU President 2017/18

✉️ gsu.president@imperial.ac.uk

💻 www.imperialgsu.com
Introduction

Welcome to the Department of Life Sciences for your postgraduate training. As a member of the Department of Life Sciences you are also a member of the Graduate School. We hope that you will enjoy your period of study here and achieve success.

This handbook contains essential information concerning the organisation and requirements of your postgraduate programme, together with useful information about the Department of Life Sciences and its staff. As new students, you can find relevant information on the special website that has been recently launched by the Registry: [http://www3.imperial.ac.uk/students/newstudents](http://www3.imperial.ac.uk/students/newstudents). Health and safety information can be found at [http://www3.imperial.ac.uk/facilitiesmanagement/healthandsafety](http://www3.imperial.ac.uk/facilitiesmanagement/healthandsafety). A Study Guide can be found at [http://www3.imperial.ac.uk/students/studyguide](http://www3.imperial.ac.uk/students/studyguide).

The following members of staff administer this postgraduate training programme:

- **Dr Tony Southall**  
  Director of MRes Molecular and Cellular Biosciences
- **Dr Kleoniki Gounaris**  
  Director of Postgraduate Studies
- **Dr Tony Southall**  
  Postgraduate Tutor
- **Mrs Lucy Barron**  
  PG Administrator

You will meet these individuals in the first week of term; their phone numbers and email addresses can be found on page 30.

All MRes students will carry out research projects under the day-to-day supervision of members of the academic staff and/or members of their research team, whose task is to help with progress through the course.

All new students will have the opportunity to meet their peers, and members of the Academic Staff at the introductory drinks event for all Masters students during the first week of term.
Course Organisation

Course Director
Dr Tony Southall, Room 220 (off lab 216), 2nd floor, Sir Ernst Chain Building
Tel: 020 7594 5338, email: t.southall@imperial.ac.uk

Course management
In addition to staff members who administer the course on the day-to-day basis, questions of general importance are considered by the MRes Management Committee.

MRes Management committee

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Kleoniki Gounaris</td>
<td>Chair of Board of Examiners</td>
</tr>
<tr>
<td>Dr Tony Southall</td>
<td>Postgraduate Tutor</td>
</tr>
<tr>
<td>Dr Tony Southall</td>
<td>Course Director</td>
</tr>
<tr>
<td>Prof William Wisden</td>
<td>Committee member</td>
</tr>
<tr>
<td>Dr Cristina Lo Celso</td>
<td>Committee member</td>
</tr>
<tr>
<td>Dr Michalis Barkoulas</td>
<td>Committee member</td>
</tr>
<tr>
<td>Dr Kenji Okuse</td>
<td>Committee member</td>
</tr>
<tr>
<td>TBA</td>
<td>MRes Student Representative</td>
</tr>
</tbody>
</table>

External Examiners

Dr Jon Robbins, King’s College London
Second examiner: TBC in 2017
Course Description

Course outline

Aims

The aims of the course are:
- to provide a broad education in biosciences and state of the art practical training;
- to equip students to carry out modern biomedical/biochemical research in PhD studies at University or in Industry;
- to encourage an analytical approach to a wide range of topics relevant to research and industry; and
- to provide training in communication of scientific results and in IT computational methods.

Objectives

At the conclusion of the programme students should have experienced research encompassing a range of topics and techniques relevant to pursuing a career in more than one area of research. They will have developed their abilities in experimental design, critical assessment of results and conclusions, written and verbal presentations and the use of computers for analysis and display of data.

Course Structure

Each student carries out three research projects based in the research laboratories of the Department of Life Sciences.

Research Projects

The MRes encompasses a broad range of biochemical research and all students receive training in fundamental skills that will enable them to enter a research career in biosciences or related areas of science. There is, however, considerable flexibility enabling each student to focus on specialist subjects consistent with their interests and future career intentions. Research projects are available in the wide range of subjects covered by the research laboratories in the Department of Life Sciences and choices are made in consultation with expert staff. Research interests and the publications of staff can be found at [http://www.imperial.ac.uk/life-sciences](http://www.imperial.ac.uk/life-sciences).

MRes students work within a research group, interacting not only with their supervisors but also with PhD students and post-doctoral scientists. Emphasis is placed on gradually developing students’ independence as researchers. All students are trained by individual supervisors so that they are able to design their own experiments, analyse complex data and interpret their research findings.

Each research project is assessed by:
1) laboratory performance,
2) written report (see Research Projects Guidebook),
3) 15-min conference-style presentation and,
4) oral examination (viva voce).

A further viva with external examiners is held in September.

Arrangements during projects

It is important to ensure that safety precautions are observed and students must follow all instructions given. Students must leave the building at 10.30 pm each day (opens at 8.00 am) and work must be planned accordingly (but please see below).
For safety reasons, students will not be allowed to work in laboratories after 6.00 pm or at weekends, unless there is someone in the laboratory to oversee the student’s work; supervisors are responsible for making such arrangements.

Please note that students must observe confidentiality. They must not give copies of their project reports to, or discuss data with, anyone without prior consent of their supervisor.

**Lectures**

Given the immense variety of research projects undertaken by different students during each rotation, it is impossible to provide lectures that would cover all the chosen subjects and be given at the right time. Therefore, **there are no formal lectures** on the Masters of Research courses (consequently, there is no examination!). This leaves more time for you to devote to your demanding research projects. However, it is recognised that some students may need help with improving/refreshing their background in general Biology or a particular subject area. This can be done by attending lectures on **any of the undergraduate courses** that run concurrently with the MRes course. If you feel that there is a weakness/gap in your knowledge, you are actively encouraged to visit selected lectures on the respective undergraduate course to avail of the opportunity to learn more. Your supervisors should adjust your experimental programme such as to enable you to attend a certain number of useful lectures. An ability to constantly and voluntarily enhance your knowledge will be important if you are planning to become a successful researcher. If you require information about attending lectures please contact Lucy Barron in the first instance.

**Private Study**

This is a very important aspect of your time with us. If you are to get the best out of your time on this course (and incidentally to do well in the vivas), then it will not be sufficient to attend the seminars, lectures and other learning opportunities provided. **It is very important to understand in-depth the background of each research project you undertake.** You should ask your supervisor for a reading list and then use it to delve into the literature. Always try to understand **how your project fits into the subject area, what was done before you, how important your study is, what questions you are trying to answer, why you must use any particular method.** You should also use the seminars as spring boards to read around the subject of your interest in greater depth, using the journals and computer facilities provided in the library. Because of personal interest, you will want to investigate some areas in greater depth.

In addition, you must spend a substantial number of hours in private studies in order to comply with the guidelines of the European Credit Transfer System (the “Bologna Process”). You will be given more information about the ECTS during the induction meeting.

**Student presentations**

Student presentations are considered a very important part of the training and assessment process. They are conducted in the form of 15-minute seminar talk, with slides. These talks may be given to other MRes students, PhD students, your future examiners and members of academic staff.

Presentations should have a short introduction to the problem, a description of the main methods, a summary of results, conclusions and suggestions for future work. Your supervisors will be able to advise you on the format and contents of your talks. Preparing such presentations is deemed to help students to summarise their results and theoretical knowledge before they begin writing their project reports.
Each presentation is marked, taking into account the following criteria: audibility, enthusiasm, looking at the audience, appropriate introduction, development of the theme, logical arguments, use of helpful (and visible!) diagrams, presentation of a summary and future plans, answers to questions, etc. This mark constitutes 10% of the total mark for each element (project).

Essential presentations skills can be gained by visiting workshops organised by the Graduate School (see below).

**Reports**

For more information regarding the report structure and for helpful tips, please see the Research Projects Guidebook (available on Blackboard - [https://bb.imperial.ac.uk/](https://bb.imperial.ac.uk/)).

Students should discuss their reports with their supervisors before starting to write up. It is suggested that students begin to write the introduction and methods as soon as they are able, and at least two weeks before submission, students should concentrate on completing the report.

When using a computer to write the report, students are advised to make frequent back-up copies of their work. Disk failure can occur and must be planned for. **Projects must be submitted by the deadline.**

Reports should be a maximum of 7,000 words plus diagrams, graphs, photographs, figure legends and references *(Note: legends and references are not included in the word count).*

1. Only one side of the paper should be used, a 25 mm margin should be left on the left-hand side to facilitate binding.
2. It is important to ensure that the report is concise and well laid-out.
3. The project report must include the word count on the title page (the number of words will be checked and failure to comply with the word limit will incur penalties).
4. The format should follow that of a scientific paper and must include the following sections: Title page, Abstract, Contents page, Abbreviations, Introduction, Materials and Methods, Results, Discussion and References.
5. Abstracts should be structured (i.e. aims, results, conclusion), be no more than one side of paper and should include your name and project title.
6. The Introduction should provide the necessary background to understand the relevance and topicality of the aims and objectives of the research.
7. The Materials and Methods should be sufficiently (but not excessively) detailed, such that the reader can fully understand how the experiments were performed.
8. The Results should provide all the necessary data, including negative results, to justify the conclusions drawn and to demonstrate the amount of experimental work carried out. Figures should be fully labelled.
9. The Discussion section should place the results in the context of published knowledge and understanding (what’s called a “wider picture”) and provide details of future experimental objectives and more general applications of the knowledge gained from the project. Avoid simply repeating the Results section.
10. Full reference citations must be given at the end, i.e. it is not acceptable to write: "Bloggs et al, 1995". Authors, year of publication, journal title, volume and page numbers are all needed, for example in the style of Cell.
11. **Three** copies of the completed write-ups should be bound and submitted to the course administrator before the deadline. An electronic version of the report must also be submitted to Blackboard.
**Viva voce**

Each viva voce (oral examination) will last 45-60 minutes and will be conducted by two examiners, who are members of the academic staff. Students should be prepared to answer specific questions about the project as well as ones of a general biosciences nature. The format of the interview can vary and students must be prepared to respond to questions during their presentations and to modify their presentations at the request of the examiners. Students are expected to show a knowledge of the project’s background, understanding of the principles and details of the methods used, appreciation of statistics and understanding of the significance and implications of their results. Students must be able to demonstrate critical and analytical thinking, and propose some meaningful future experiments.

To understand clearly what is required from them during the viva, students should read the *Criteria for Marking Oral Presentations* (see MCB MRes assessment information - available on Blackboard - [https://bb.imperial.ac.uk/](https://bb.imperial.ac.uk/)).

The names of allocated examiners will be e-mailed to students before the viva. The vivas must all be normally completed within the dates specified in the course Timetable, and it may not be possible to conduct a viva on a different day. Students must contact their examiners to arrange the venue and time for their examination.

**Support and Guidance**

We recognise that students who join the programme may have very different backgrounds in science. One of the roles of the Course Director (Dr Tony Southall) will be to work with the students to identify those areas where they would benefit from further instruction and experience, and to design a programme that will best fit those needs. Advantage will be taken of the existing undergraduate courses. Students may also select any lectures from B.Sc. course modules run by Imperial College. A copy of the proposed programme of study will be forwarded to the management committee by the end of the first month of the MRes course.

The Director will be the student's first point of contact should a problem arise. Additionally, the Postgraduate Tutor (Dr Tony Southall) is available for further discussion if necessary.

**Feedback**

**Student Representative**

During the Induction week, the students will elect a representative who will sit on the MRes Management Committee. A student rep will be able to provide a fast and rational communication channel between the students, on the one hand, and Course organisers, examiners and supervisors, on the other. He/she will also ensure that the students’ interests are taken into account when important decisions are made regarding the course. Given that individual projects are carried out in different labs, and there are few seminars or other common events, there are not many opportunities for the students to meet; as a result, many MRes students in the past felt rather disconnected and lonely. A representative may be able to organise regular meetings, social events and social media forums, thus bringing back the sense of community.
**Course Evaluation by Students**

Evaluation of the course will be carried out during regular meetings between the Course Director and students. The information from these meetings helps us to improve the course, and you are encouraged to take full advantage of this opportunity to praise (or criticise!) the course organisers and any particular academic who you dealt with during the course.

**LONE WORKING AND SUPERVISION**

Students must be appropriately supervised and monitored when working in a laboratory area.

Masters Students must not be left to work alone in the lab. Masters Students cannot supervise each other, an experienced competent member of the lab must be available.

Fieldwork activities must be planned so that Masters Students are not working alone.
Campus map
<table>
<thead>
<tr>
<th>Building Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Belt Quadrangle</td>
</tr>
<tr>
<td>Belz Hall, Chaplaincy, Imperial College Union</td>
</tr>
<tr>
<td>2. Imperial College Union</td>
</tr>
<tr>
<td>3. Ethos Sports Centre</td>
</tr>
<tr>
<td>Sport Imperial</td>
</tr>
<tr>
<td>4. Prince's Gardens, North Side</td>
</tr>
<tr>
<td>No.3: Early Years Education Centre</td>
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<tr>
<td>No.10-12: Garden Hall</td>
</tr>
<tr>
<td>No.15: Institute for Global Health Innovation</td>
</tr>
<tr>
<td>5. Weeks Hall</td>
</tr>
<tr>
<td>6. Blackett Laboratory</td>
</tr>
<tr>
<td>Physics, Cell and Molecular Biology</td>
</tr>
<tr>
<td>7. Roderic Hill Building</td>
</tr>
<tr>
<td>Aeronautics, Biology, Composites Centre, Chemical Engineering and Chemical Technology, Centre for Process Systems Engineering</td>
</tr>
<tr>
<td>8. Bone Building</td>
</tr>
<tr>
<td>Aeronautics, Chemical Engineering and Chemical Technology</td>
</tr>
<tr>
<td>9. Royal School of Mines</td>
</tr>
<tr>
<td>Earth Science and Engineering, Materials</td>
</tr>
<tr>
<td>10. Aston Webb</td>
</tr>
<tr>
<td>Earth Science and Engineering, Materials, Institute for Security Science and Technology, Institute of Shock Physics</td>
</tr>
<tr>
<td>11. Bessemer Building</td>
</tr>
<tr>
<td>Bioengineering, Imperial Incubator, Institute of Biomedical Engineering, Institute for Systems and Synthetic Biology</td>
</tr>
<tr>
<td>12. Goldsmiths Building</td>
</tr>
<tr>
<td>Bioengineering, Earth Science and Engineering, Materials</td>
</tr>
<tr>
<td>13. Huxley Building</td>
</tr>
<tr>
<td>Computing, Mathematics, Physics</td>
</tr>
<tr>
<td>14. ACE Extension</td>
</tr>
<tr>
<td>Aeronautics, Chemical Engineering and Chemical Technology</td>
</tr>
<tr>
<td>15. William Penney Laboratory</td>
</tr>
<tr>
<td>London e-Science Centre</td>
</tr>
<tr>
<td>16. Electrical Engineering Building</td>
</tr>
<tr>
<td>Electrical and Electronic Engineering, Energy Futures Lab</td>
</tr>
<tr>
<td>17. Business School</td>
</tr>
<tr>
<td>Centre for Quantitative Finance, Innovation Studies Centre, Entrepreneurship Centre, Centre for Health Management</td>
</tr>
<tr>
<td>18. 53 Prince's Gate</td>
</tr>
<tr>
<td>Business School</td>
</tr>
<tr>
<td>19. Eastside</td>
</tr>
<tr>
<td>Gabor Hall, Linstead Hall, Wilkinson Hall, Eastside Bar and restaurant, Essentials convenience store</td>
</tr>
<tr>
<td>20. Sherfield Building</td>
</tr>
<tr>
<td>Level 1: Bank (NatWest), Catering, International Office, Lecturers' Tower Rooms, Security Reception</td>
</tr>
<tr>
<td>Level 2: Bank (NatWest), Great Hall, Junior Common Room, Newsagent, Optician, QF snack bar, Senior Common Room, Union Shop</td>
</tr>
<tr>
<td>Level 3: Academic Visitors' Accommodation, Conference Office, Finance, Graduate Schools, HR Pensions, Human Resources, Humanities, Outreach, Registry, Learning and Development Centre, Sport Imperial management, Student Accommodation Centre, Student Hub</td>
</tr>
<tr>
<td>21. Grantham Institute for Climate Change</td>
</tr>
<tr>
<td>22. Faculty Building</td>
</tr>
<tr>
<td>Academic Health Science Centre (AHSC), Central Secretariat, Communications and Development, Corporate Partnerships, Faculties of Engineering, Medicine and Natural Sciences, Administration, Finance, Human Resources, Rector's Office, Research Services, Strategy and Planning</td>
</tr>
<tr>
<td>23. 58 Prince's Gate</td>
</tr>
<tr>
<td>Ballroom, Billiard Room, Boardroom, College Room, Garden Room, Oak Room, Imperial Consultants, UK Energy Research Centre</td>
</tr>
<tr>
<td>24. 170 Queen's Gate</td>
</tr>
<tr>
<td>Council Room, Dining Room and Solar</td>
</tr>
<tr>
<td>25. Imperial College and Science Museum Libraries</td>
</tr>
<tr>
<td>Central Library, Humanities, Centre for the History of Science, Technology and Medicine, Library Archives and Special Collections, Science Museum Library</td>
</tr>
<tr>
<td>26. Queen's Tower</td>
</tr>
<tr>
<td>27. Sleperton Building</td>
</tr>
<tr>
<td>Civil and Environmental Engineering, Centre for Environmental Control and Waste Management, Reach Out Lab, Centre for Transport Studies</td>
</tr>
<tr>
<td>28. Mechanical Engineering Building</td>
</tr>
<tr>
<td>Business School, ICT, Mechanical Engineering, Centre for Environmental Technology, Vibration University Technology Centre</td>
</tr>
<tr>
<td>29. Southside</td>
</tr>
<tr>
<td>Falmouth Keogh Hall, Salkirk Hall, Tizard Hall, Health Centre, Dentist</td>
</tr>
<tr>
<td>30. Sir Ernst Chain Building – Weldon Laboratories</td>
</tr>
<tr>
<td>Biology, Cell and Molecular Biology, Molecular Biosciences, Centre for Bioinformatics, Centre for Biomolecular Electron Microscopy, Glycobiology Training, Research and Infrastructure Centre, Centre for Structural Biology</td>
</tr>
<tr>
<td>31. Flowers Building</td>
</tr>
<tr>
<td>Cell and Molecular Biology, Chemistry, Centre for Molecular Microbiology and Infection</td>
</tr>
<tr>
<td>32. Chemistry Building</td>
</tr>
<tr>
<td>Chemistry</td>
</tr>
<tr>
<td>33. Sir Alexander Fleming Building</td>
</tr>
<tr>
<td>Medicine, Biology, Biomedical Sciences, Cell and Molecular Biology, Molecular Biosciences, Advanced Biotechnology Centre, Centre for Chronobiology</td>
</tr>
<tr>
<td>34. Chemistry RSC1</td>
</tr>
<tr>
<td>Biochemistry, Biology, Centre for Photomolecular Sciences, Chemistry</td>
</tr>
<tr>
<td>35. 52 Prince's Gate</td>
</tr>
<tr>
<td>Imperial Innovations</td>
</tr>
</tbody>
</table>
Regulations for Students

1. All registered students of the College are subject to the provisions of these Regulations for Students, the College Academic Regulations, the Regulations of the University of London as appropriate and such other Regulations and Instructions for Students as the College may from time to time approve.

2. Any student whose sessional fees or whose residence charges* have not been paid in full will not be allowed to proceed to the next year of the course and will be required to withdraw from the College. If any fees or charges are still unpaid at the time when a student enters for the last examination necessary to qualify for the award of a degree/diploma, the award will not be conferred and no certificate in respect of the award will be issued until the debt has been paid in full.

3. Any student wishing to occupy residential accommodation provided by, or on behalf of, Imperial College will be required to abide by the terms and conditions of the Licence. Acceptance of an offer of accommodation will signify acceptance of such terms and conditions.

4. Every registered student of the College is automatically a member of Imperial College Union unless, under the provisions of the Education Act 1994, a student has formally opted out of student union membership by recording that decision with the Academic Registrar in the manner prescribed.

5. Student disciplinary offences of a non academic nature are dealt with under a code of procedure agreed by Imperial College Union and approved by the Governing Body. In the case of serious offences, this may involve the suspension and/or expulsion of the student from the College. Students must not engage in any conduct which causes harm or unreasonable disturbance to students, staff, neighbours or visitors to the College, or damage to any property of the College or its students, staff, neighbours or visitors, or engage in any activity or behaviour which is likely to bring the College into disrepute. Illegal acts on or near College may also constitute offences under these College Regulations for students.

6. Candidates for the PhD or MPhil degrees are required by the University regulations to give conditional authority for their thesis or dissertation to be made available for public reference. Candidates who wish to retain personally, for a limited period, the sole right to grant permission to consult, borrow or copy their work must obtain the agreement of their supervisor and the appropriate College Graduate School Committee. Approval will be given only in special circumstances and for a period not exceeding two years. Acceptance of a place as a research student at the College is deemed to imply acceptance of these conditions.

7. Undergraduates must inform their Senior Tutor and postgraduates their Postgraduate Tutor if they are absent from College for more than three days during term. If the absence is due to illness a medical certificate must be produced after seven days. If an examination is missed on account of illness a medical certificate must be produced immediately.

8. A student who contracts an infectious or contagious disease may be required to present a medical certificate acceptable to the College Health Service, indicating freedom from infection, before resuming attendance at the College.

9. The College may require a student to be assessed by the College Health Service, or other appropriate medical practitioner approved by the Health Service, if there is reason to believe that the student’s state of health makes him/her unable to pursue his/her studies, or causes disruption to other members of the College, or causes or has the potential to cause harm to
him/herself or others. If the medical assessment confirms that it is not in the interests of
the student or the College that the student should continue his/her programme of study the Head
of Department shall consult the College Tutors and, taking into account their advice, may
suspend the student until he/she is fit to continue his/her studies or require the student to
withdraw from the College. A student who refuses to undergo assessment may be
suspended until such time as a medical practitioner acceptable both to the student and the
College has assessed the student and confirmed in writing that the student is fit to resume
study. A student who is required to withdraw has the right to appeal against the withdrawal
decision but not against the results of the medical assessment on which the decision is
based. The student may, however, request that a second medical assessment be obtained
from a medical practitioner approved by the College Health Service. The responsibility for
hearing and deciding upon appeals is vested in the Senate and is delegated by the Senate to
Appeal Committees, whose decisions are final. A student who is suspended will be regarded
as having taken an interruption of studies, and will be required to provide medical evidence
as to fitness to return to study in accordance with the conditions attached to the granting of
interruption of studies.

10. No work involving ionising radiation may be carried out in any part of the College except
in accordance with the current edition of the Imperial College Local Rules for Safe Working

11. Students who make use of University or College Computing facilities are required to
familiarise themselves with and to abide by the current edition of the Imperial College
Information Systems Security Policy and Codes of Practice and Guidelines.

12. Computer misuse will be regarded as a serious offence and will be dealt with under the
College Disciplinary Procedure or, where appropriate, under the provisions of the Computer
Misuse Act 1990.

13. Students who are authorised, as part of their studies, to make use of ‘data’ and ‘personal
data’ as defined under the Data Protection Act 1998 are required to familiarise themselves
with, and to observe the provisions of, the Act. Further details are available from the College
Data Protection Officer.

14. All students must familiarise themselves and comply with the College Policy on Student

15. Students must notify the PG Administrator who will inform the Academic Registrar of any
change in their home or lodgings address.
Other useful information

Absence

Should students find they are absent for three days or longer through illness or any other reasons, they are required to tell the Course director and their Supervisor immediately.

Addresses

Students must notify both the PG Administrator and the Course Director of any change in their home or term-time addresses. Students are also reminded of the importance of notifying the Registry of any change to either their next-of-kin or their next-of-kin's address.

Statements of attendance

Statements or letters confirming your student status at the College, as described in the Freshers’ Handbook, are available, on request, from the Registry Student hub Level 3, Sherfield Building. Due to the heavy demand for such statements during the first week of term, the waiting period may need to be extended.

Working While Studying

If you are studying full time, the College recommends that you do not work part-time during term time. If this is unavoidable we advise you to work no more than 10–15 hours per week, which should be principally at weekends and not within normal College working hours.

Working in excess of these hours could impact adversely on your studies or health.

If you are here on a Tier 4 visa you can work no more than 20 hours a week during term time. Some sponsors may not permit you to take up work outside your studies and others may specify a limit.

If you are considering part-time work during term time you are strongly advised to discuss this issue with your supervisor or Personal/Senior Personal Postgraduate Tutor. If you are on a Tier 4 visa you should also seek advice from the International Student Support team regarding visa limitations on employment.

Health and Safety

You are responsible for looking after your own health and safety and that of others affected by your College-related work and leisure activities. You must:

- comply with all local and College policies, procedures and codes of practice and with the arrangements which the College has in place to control health and safety risks.
- ensure that your activities do not present unnecessary or uncontrolled risks to yourself or to others.
- Be aware and comply with the College policy on Student Alcohol and Substance Misuse: [http://www.imperial.ac.uk/media/imperial-college/current-students/public/Student-Alcohol-and-Substance-misuse-policy.pdf](http://www.imperial.ac.uk/media/imperial-college/current-students/public/Student-Alcohol-and-Substance-misuse-policy.pdf)
- attend appropriate induction and training.
• report any accidents, unsafe circumstances or work-related ill health of which you become aware to the appropriate person.
• not interfere with any equipment provided for Health and Safety.
• inform your supervisor or the person in charge of the activity in cases where you are not confident that you are competent to carry out a work or leisure activity safely, rather than compromise your own safety or the safety of others.

The College’s Health and Safety Statement can be found at:

The College Safety Department
The Safety Department offers a range of specialist advice on all aspects of safety. This includes anything which you feel might affect you directly, or which may be associated with teaching, research or support service activities.

The College’s activities range from the use of hazardous materials (biological, chemical and radiological substances) to field work, heavy or awkward lifting, driving, and working alone or late. All College activities are covered by general health and safety regulations, but higher risk activities will have additional requirements.

The Safety Department helps departments and individuals ensure effective safety management systems are in place throughout the College to comply with specific legal requirements.

Sometimes the management systems fail, and an accident or a near-miss incident arises; it is important that we learn lessons from such situations to prevent recurrence and the Safety Department can support such investigations. All accidents and incidents should be reported online at:
www.imperial.ac.uk/safety

Department Safety Officer:
Stefan Hoyle: s.hoyle@imperial.ac.uk, 07872 850 018
To report concerns or to ask for advice you should contact your programme director, academic supervisor or departmental safety officer in the first instance. You may also contact the Safety Department directly.

Occupational Health requirements
The College Occupational Health Service provides services to:
• protect health at work
• assess and advise on fitness for work
• ensure that health issues are effectively managed

The Service promotes and supports a culture where the physical and psychological health of staff, students and others involved in the College is respected, protected and improved whilst at work.
www.imperial.ac.uk/occupational-health

Regulations for Students
All registered students of the College are subject to the Regulations for Students, the College Academic and Examination Regulations and such other regulations that the College may approve from time to time.
Academic Integrity

You are expected to conduct all aspects of your academic life in a professional manner. A full explanation of academic integrity, including information on the College’s approach to plagiarism is available on the College website:


Academic Misconduct Policy and Procedures

It is important that you learn how to properly attribute and acknowledge the work, data and ideas of others. Plagiarism is scientific misconduct, and students whose assessments can be shown to contain plagiarism are subject to penalties as outlined in the College’s Misconduct Policy and Procedures.

www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline

MRes Code of Practice

The Code of Practice for MRes programmes is available here:


Appeal and Complaints Procedures

We have rigorous regulations in place to ensure assessments are conducted with fairness and consistency. In the event that you believe that you have grounds for complaint about academic or administrative services, or wish to appeal the outcome of an assessment or final degree, we have laid out clear and consistent procedures through which complaints and appeals can be investigated and considered:

www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline

Student Disciplinary Procedure

The College has the right to investigate any allegation of misconduct against a student and may take disciplinary action where it decides, on the balance of probabilities, that a breach of discipline has been committed. The general principles of the Student Disciplinary Procedure are available on the College website:

www.imperial.ac.uk/admin-services/secretariat/college-governance/charters/ordinances/students/

Intellectual Property Rights Policy

For further guidance on the College’s Intellectual Property Rights Policy is available on the College website:

www.imperial.ac.uk/students/enterprising-students/intellectual-property/

Use of IT Facilities

View the Conditions of Use of IT Facilities:

http://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/staff-computers/conditions-of-use-for-it-facilities/
Student Space

The Student Space website is the central point for information on health and well-being.  
[link](www.imperial.ac.uk/student-space)

Departmental support and College tutors

Your Department has a system of academic and pastoral care in place to make sure you have access to the appropriate support throughout your time here. This includes:

**Personal Postgraduate Tutor**
The Department's Personal Postgraduate Tutor can offer pastoral support and advice. You can arrange to have a meeting with them at any time during your studies – what you discuss will be completely confidential. If necessary they will direct you to an appropriate source of support.
The PG Tutor for Life Sciences is Dr Tony Southall:  
[t.southall@imperial.ac.uk](mailto:t.southall@imperial.ac.uk) or 02075945338.

Advice services

The tutor system is complemented by a College-wide network of advice and support. This includes a number of specialist services.

**Careers Service**
The Careers Service has strong links to your Department and you will have a named Careers Consultant and Placement and Internship Adviser who will run both group sessions and individual meetings within your Department. You can arrange to meet with your linked Careers Consultant or Placement and Internship Adviser either in your Department or centrally on Level 5 Sherfield where the Careers Service is based.
Visit the Career Service’s website to:
- Book a careers appointment
- Find resources and advice on successful career planning

[link](www.imperial.ac.uk/careers)
Counselling and Mental Health
The Student Counselling and Mental Health Advice Service offers short-term counselling to all registered students. The service is free and confidential. Counsellors are available at the South Kensington, Hammersmith and Silwood Park Campuses.

www.imperial.ac.uk/counselling

Financial support and tuition fees
If you’ve got any questions about student financial support (loans, scholarships and research council studentships, US and Canadian loans) then contact the Student Financial Support team:
020 7594 9014
student.funding@imperial.ac.uk

If you suddenly find yourself in financial difficulties or experience an unexpected change in circumstances, you may be eligible to apply for emergency financial help through the Student Support Fund. The Fund offers a one-off payment of up to £2,000 to cover such emergencies as last minute accommodation and travel necessities, equipment and childcare. It does not have to be repaid.

http://www.imperial.ac.uk/students/fees-and-funding/financial-assistance/student-support-fund/

For tuition fees queries, contact the Tuition Fees team:
020 7594 8011
tuition.fees@imperial.ac.uk

Imperial College Union (ICU) Advice Centre
Imperial College Union runs the Advice Centre independently of the College with advisers on hand to provide free, confidential, independent advice on a wide range of welfare issues including housing, money and debt, employment and consumer rights, and personal safety.
www.imperialcollegeunion.org/advice

Student Hub
The Student Hub represents a single point of contact for all key administrative information and support. The Student Hub team can help you with enquiries about:
- Accommodation (including checking contracts for private accommodation)
- Admissions
- International student enquiries
- Research degrees
- Student financial support
- Student records
- Tuition fees

Level 3, Sherfield Building, South Kensington Campus
020 7594 9444
student.hub@imperial.ac.uk
www.imperial.ac.uk/student-hub

Health Services

NHS Health Centre and finding a doctor
Even if you’re fit and healthy we recommend that you register with a local doctor (GP) as soon as you arrive in London. For help finding your nearest GP see the Student Space website:
There is the Imperial College Health Centre on our South Kensington Campus which you may visit during clinic hours if you're feeling unwell. Students living within the practice catchment area are encouraged to register with the Centre.

NHS Dentist (based in the Imperial College Health Centre)
Imperial College Dental Centre offers a full range of NHS and private treatment options.

Student Records and Data

The Student Records and Data Team are responsible for the administration and maintenance of the student records for all students studying at the College. This includes enrolments, programme transfers, interruption of studies, withdrawals and processing of examination entry for research degree students. The team also use this information to fulfil reporting duties to the Student Loans Company, Transport for London and the UKVI, as well as other external bodies.

The Team is responsible for the processing of student results and awards on the student record system as well as the production and distribution of academic transcripts and certificates of award.

The Student Records and Data Team produce a variety of standard document requests for both current and previous students including council tax letters, standard statements of attendance and confirmation of degree letters.

Student records and examinations
+44 (0)20 7594 7268
student.records@imperial.ac.uk

Degree certificates
+44 (0)20 7594 8037
certificates@imperial.ac.uk

Work-life Balance

The pace and intensity of postgraduate study at Imperial can be demanding so it’s important to find time for outside interests.

Imperial College Union

The Union’s range of 375+ student-led clubs, societies and projects is one of the largest of any UK university, opening up lots of ways for you to enjoy your downtime.

www.imperialcollegeunion.org/about-us
Graduate Students’ Union

The Graduate Students’ Union is the postgraduate arm of Imperial College Union. The GSU works alongside the Imperial College Union President to ensure that the requirements of postgraduate students are catered for. It also organises a number of academic and social events during the year.

www.imperialgsu.com

Alumni Services

When you graduate you will be part of a lifelong community of over 190,000 alumni, with access to a range of alumni benefits including:

- discounts on further study at the College and at Imperial College Business School
- alumni email service
- networking events
- access to the Library and online resources
- access to the full range of careers support offered to current students for up to three years after you graduate
- access to our Alumni Visitor Centre at the South Kensington Campus, with free Wifi, complimentary drinks, newspapers and magazines, and daytime left luggage facility

Visit the Alumni website to find out more about your new community, including case studies of other alumni and a directory of local alumni groups in countries across the world.

www.imperial.ac.uk/alumni

Standalone MRes versus joint MRes/PhD scheme

Note that there are two types of students enrolled on the MRes course each year: standalone MRes students and DTP/CDT students (those who have been admitted to the 1+3 year joint MRes/PhD scheme). All students will complete the same one-year MRes course and obtain the same MRes degree, but the 1+3 students will then continue with their PhD programme.
Useful telephone numbers

IC switchboard 020 7594 9000
Director of Postgraduate Studies (Dr K. Gounaris) 020 7594 5209
Director of Molecular and Cellular Biosciences MRes (Dr Tony Southall) 020 7594 5338
PG Tutor (Dr Tony Southall) 020 7594 5338
Library 020 7594 0755
Occupational Health 020 7594 9401
Counsellor 020 7594 9637

For internal numbers starting with 7594, dial 4 and then the last four digits. To get an outside line, dial 9 (local calls only). National and international numbers may be called via the operator but students should seek permission from their supervisor before using this service. Students are reminded that telephones are for work-related use only.

Useful email addresses

Director of Postgraduate Studies (Dr K. Gounaris):
k.gounaris@imperial.ac.uk

Director of Molecular and Cellular Biosciences MRes (Dr Tony Southall):
t.southall@imperial.ac.uk

PG administrator (Mrs Lucy Barron):
l.barron@imperial.ac.uk

PG Tutor (Dr Tony Southall):
t.southall@imperial.ac.uk
Plagiarism

You are reminded that all work submitted as part of the requirements for any examination (including coursework) of Imperial College must be expressed in your own words and incorporate your own ideas and judgements.

The College requires all Masters students to take a compulsory online plagiarism course. Details will be circulated to students in the Autumn term. Further information can be found here: http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/masters/online/

Plagiarism, that is, the presentation of another person’s thoughts or words (not just the results, as some may think) as though they were your own, must be avoided, with particular care in coursework, essays and reports written in your own time. Note that you are encouraged to read and criticise the work of others as much as possible. You are expected to incorporate this in your thinking and in your coursework and assessments, but you must acknowledge and label your sources.

Direct quotations from the published or unpublished work of others, from the internet or from any other source, must always be clearly identified as such. A full reference to their source must be provided in the proper form and quotation marks used. Remember that a series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism just as much as a single unacknowledged long quotation from a single source. Equally, if you summarise another person’s ideas, judgements, figures, diagrams or software, you must refer to that person in your text and include the cited work in your bibliography. Departments are able to give advice about the appropriate use and correct acknowledgement of other sources in your own work.

The direct and unacknowledged repetition of your own work which has already been submitted for assessment can constitute self-plagiarism. Where group work is submitted, this should be presented in a way approved by your department. You should, therefore, consult your tutor or course director if you are in any doubt about what is permissible. You should be aware that you have a collective responsibility for the integrity of group work submitted for assessment.

The use of the work of another student, past or present, also constitutes plagiarism. Where work is used without the consent of that student, this will normally be regarded as a major offence of plagiarism.

Your project reports will be tested for plagiarism, using a sophisticated software, which picks up phrases and paragraphs that have been lifted from a publication, and it is very difficult avoid being detected if you copy someone’s text and then try to change the wording.

Failure to observe any of these rules may result in an allegation of cheating. Cases of suspected plagiarism will be dealt with under the College’s Procedure for Dealing with Examination Offences and may result in a penalty being taken against any student found guilty of plagiarism. Such a penalty may include the offender being expelled from the course and the College.
Information for Students with disabilities, specific learning difficulties or long-term health issues

At Imperial College we recognise that studying at university can be a challenge, especially if you have a disability. We are keen that you have every opportunity to fulfil your potential and graduate with the degree you deserve. It is therefore important that you let us know about any disability, specific learning difficulty or health problem as soon as possible so that we can give expert advice and support to enable you to do this.

Some people never think of themselves as having a disability, but students who have experienced any of the issues listed below have found that a little extra help and support has made all the difference to their study experience.

- Specific learning difficulties (such as dyslexia, dyspraxia, AD[H]D)
- Autistic spectrum disorder (such as Asperger’s)
- Deafness or hearing difficulties
- Long term mental health difficulties (such as chronic anxiety, bipolar disorder, depression)
- Medical conditions (such as epilepsy, arthritis, diabetes, Crohn’s disease)
- Physical disabilities or mobility impairments
- Visual difficulties

Where to find help:

1. Your Disability Liaison Officer (Dr Tony Southall: 020 7594 5338)
Dr Tony Southall is your first point of contact within your department and is there to help you with arranging any support within the department that you need. Neil is also the person who will apply for Special Examination arrangements on your behalf. You need to contact him without delay if you think that you may need extra time or other adjustments for your examinations.

http://www.imperial.ac.uk/registry/exams/specialexamarrangements

2. Disability Advisory Service: http://www.imperial.ac.uk/disabilityadvisoryservice
The Disability Advisory Service works with individual students no matter what their disability to ensure that they have the support they need. We can also help if you think that you may have an unrecognised study problem such as dyslexia. Our service is both confidential (information about you is only passed on to other people in the university with your agreement) and individual in that any support is tailored to what you need.

Some of the sorts of things we can help with are:
- Being an advocate on your behalf with others in the College such as your departmental liaison officer senior tutor or exams officer, the accommodation office or the estates department
- Checking that your evidence of disability is appropriate and up-to-date
- Arranging a diagnostic assessment for specific learning difficulties
- Help with applying to the College for the cost of an assessment
- Help with your application for the Disabled Students Allowance (DSA) see below
- Helping students not eligible for the Disabled Students Allowance in obtaining support from other sources
- Help with arranging extra Library support
- Supporting applications for continuing accommodation for your second or later years

3. Disabled Students Allowance:
http://www.imperial.ac.uk/disabilityadvisoryservice/supportatimperial
Students who are home for fees and who have a disability can apply for a grant called the Disabled Students Allowance which can pay any extra costs that are a direct result of disability. This fund is not means-tested and is also a grant not a loan so any home student with a disability can apply and will not be expected to pay it back. Remember students with unseen disabilities such as mental health difficulties, dyslexic type difficulties or long term health problems are also eligible for this fund.
European Credit Transfer and Accumulation System (ECTS)

General

The Bologna Process is a European initiative to bring about transparency and compatibility of higher education across Europe. It defines three cycles of higher education: Bachelor's, Master's, and Doctoral. An important aspect of enabling student mobility, and particularly moving on to a further degree in another country, is a system of credits, used for recognition and accumulation – the European Credit Transfer and Accumulation System (ECTS).

ECTS makes teaching and learning more transparent and facilitates the recognition of studies (formal, non-formal and informal). The system is used across Europe for credit transfer (student mobility) and credit accumulation (learning paths towards a degree). It also informs curriculum design and quality assurance.

Credit transfer and accumulation are helped by the use of the ECTS key documents (course catalogue, learning agreement, and transcript of records) as well as the Diploma Supplement.

ECTS can feed into recognition decisions. These decisions, however, remain the responsibility of the competent authorities: professors involved in student exchange, university admission officers, recognition advisory centres (ENIC-NARIC), ministry officials or employers.


What it means to you

Institutions which apply ECTS publish their course catalogues on the web, including detailed descriptions of study programmes, units of learning, university regulations and student services. Course descriptions contain learning outcomes (what students are expected to know, understand and be able to do) and workload (the time students typically need to achieve the learning outcomes), expressed in terms of credits. In most cases, student workload ranges from 1,500 to 1,800 hours for an academic year, and one credit unit corresponds to 25-30 hours of work.

The typical credit ranges are 180-240 units for the first (Bachelor's) and 90-120 units for the second (Master's) cycle. For the latter, a minimum of 60 units must be at second cycle level. There is no credit range for the third cycle (PhD).

All taught Master's courses at Imperial are assigned an ECTS value. Successful completion of a full 1-year taught Master's course accumulates 90 ECTS credits. A joint or double Master's degree between Imperial and another institution extending over a period longer than 12 months will have an ECTS rating appropriate to the individual programme.

The requirement to accrue 90 ECTS credits, with 27 hours of work per credit, in one academic year, means that the workload on this MRes course is 2400 hours per year. Therefore, the course has to be very intense, and only 2-3 weeks of “holidays” can be fitted into the year’s timetable.